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Report for Week Ending 3 October 1956

from

FORMS MANAGEMENT BRANCH

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General Information

Forms Contract [] - Award is still pending, despite considerable work on the part of both PD/OL and this office to clarify controversial points between the Agency and the high bidder. An informal GAO hearing is presently scheduled on the proper interpretation of Item G-51 which pertains to collating charges. Every effort is being made to eliminate this controversy and make an award to permit clearance of the entire first quarter's business from PD/OL. As of 1 October 1956, twenty orders for 882,800 sets or units were backlogged awaiting procurement.

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IAC-AHIP [] - At a recent meeting of AHIP, committee members were briefed on our information reporting systems which combine preparation of field and headquarters-reports through use of specialty-type reproducible systems forms. These forms in the "1" series combine spirit and offset masters, carbon backed record copies and an offset master, and conventional carbon interleaved record copies and an offset master. The report was well received and several IAC agencies asked for more details. Subsequently, NSA has shown great interest in these forms, how they are used and their many advantages from a labor saving-report improvement standpoint. Their Mr. [] indicated on 2 October that he and his associates will recommend adoption of our system and forms by NSA at an early date.

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Forms Survey [] - This new project has been initiated for the purpose of determining the active or inactive status of 202 forms under the new numbering system which have not been ordered for a period of 18 months or more. This is being handled by means of a memorandum which is being forwarded to each of the Area Records Officers.

Monthly Summary - For the first time this year a substantial reduction in the total number of active forms was achieved. This was accomplished by means of a survey of all forms still carried in the old numbering series, which had not been reprinted for two or more years. To date 96 forms have been obsoleted as a result of this survey, 75 alone this month. As of 1 October 1956, 1873 authorized forms were in use, compared with 1923 last month. 1496 of these were CIA Forms and 377 were Standard or other Government Agency forms. A total of 105 form actions were also completed last month. 25 new forms were approved, 25 old forms were revised and 55 reprint actions were authorized. Total copies to be printed amounted to 726,320.

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Completes Basic Management Course - [] has recently completed the two week Basic Management Course conducted by the Office of Training.

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Attending Training Course - Mr. [] is currently attending the Effective Writing Course conducted by the Office of Training. Miss [] is attending BOC until 29 October 1956.

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Numbered Projects

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4-85 - Information Report Study [] - On 1 October a joint EE and Rqm/RC complaint regarding malfunctioning of the Forms 1a and 1a-1 was investigated. Mats were allegedly producing poor quality copy with smudges, bleeding, light and dark reproduction, etc. A review of material just in from the field clearly indicated that most of the trouble was caused by field failure to follow instructions printed on the forms' smudge sheets. Typed ditto masters were being laid carbon side down on the face of the offset master without an intervening smudge sheet. Ditto carbon was then bleeding and smudging off onto the face of the offset master. In some cases, used ditto masters were being shipped to headquarters attached to the offset masters in this fashion, despite instructions to the contrary issued last year. EE is now taking corrective action to inform the field stations again on proper handling procedures. Further difficulties caused by using extremely poor quality offset typewriter ribbons obtained through Supply Division/OL from GSA are being corrected by obtaining better quality ribbons.

Pending Projects DD/S Area

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Proposed Revision of [] - The Technical Accounting Staff, Office of the Comptroller has forwarded a copy of this Handbook which is to be revised. There will be numerous changes which involve a total of 44 accounting forms. Preliminary examination presently indicates two new forms are to be developed and 24 forms are to be revised. Coordination on this project will be accomplished with Mr. [] of the Office of the Comptroller. Because of an early deadline this project will have constant attention until accomplished.

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Completed Projects DD/S Area

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Headquarters Building - Space Directive, Form No. 1083 [] A. This form has been developed for the Headquarters Building Planning Staff, Office of Logistics for the purpose of providing the architect of the new building information on space requirements for the various organizational components of the Agency. This form will be printed on Trans-Econ paper to provide an ozalid "master" from which the required number of copies of the completed form may be reproduced.

COMPLETED ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>	<u>NO. OF COPIES</u>
New	-	-	1	1	2	34,000
Revision	-	-	-	3	3	57,000
Reprint	2	3	4	11	20	235,350
Total	2	3	4	15	25	326,350
Redesignated	-	2				
Obsolete	-	20				

PENDING ACTIONS SUMMARY

<u>TYPE</u>	<u>DD/I</u>	<u>DD/P</u>	<u>DD/S</u>	<u>STOCK</u>	<u>TOTAL</u>
New	-	-	22	2	24
Revision	1	3	3	27	34
Reprint	-	1	-	6	7
Total	1	4	25	35	65



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